

CONFIDENTIAL

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Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140035-8

EMPLOYEES SCHEDULED FOR PERIODIC STEP-INCREASES

OFFICE OF ASSIGNMENT

DATE OF PREPARATION

THE FOLLOWING NAMED INDIVIDUALS ARE SCHEDULED TO RECEIVE PERIODIC STEP-INCREASES ON _____ PROVIDED THEY MEET THE REQUIREMENTS OF SATISFACTORY SERVICE AND CONDUCT AND HAVE NOT HAD LEAVE WITHOUT PAY IN EXCESS OF 80 HOURS DURING THE WAITING PERIOD.

IT IS NOT NECESSARY TO NOTIFY THE PROCESSING AND RECORDS DIVISION, OFFICE OF PERSONNEL, OF INDIVIDUALS LISTED BELOW WHOSE PERFORMANCE AND CONDUCT ARE SATISFACTORY. REPORTS OF INDIVIDUALS WITH UNSATISFACTORY PERFORMANCE ARE DUE IN THE PROCESSING AND RECORDS DIVISION NOT LATER THAN _____. THIS LISTING MAY BE RETAINED FOR YOUR FILES.

NAMES OF EMPLOYEES

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